



COMMODITY SUPPLEMENTAL FOOD PROGRAM

POLICY AND PROCEDURE MANUAL

SUBJECT: Dual Participation	Chapter: 2
	Section: 2.10
REFERENCES: 7 CFR 247.19	Page: 1 of 1
	Revised: 4-2015

PURPOSE: To provide a mechanism for detecting and preventing dual participation.

POLICY: Local agencies in conjunction with the Department are responsible for the detection and prevention of dual participation.

PROCEDURES:

- A. The following sentences appear on the application in the double lined blocks and must be read by, or read to, the applicant or the applicant's parent or caretaker, in the appropriate translation, at the time of certification, "Improper receipt of CSFP benefits as a result of dual participation or other program violations may lead to a claim against the individual to recover the value of the benefits, and may lead to disqualification from CSFP;" and "I am aware that I may not receive CSFP benefits at more than one CSFP site at the same time. Furthermore, I am aware that the information provided may be shared with other organizations to detect and prevent dual participation." See Section 2.1.
- B. Local agencies shall establish safeguards against dual participation in two different CSFP programs at the same time by establishing procedures that identify participants who are participating in two different programs or by establishing specific service areas for each distribution site.
- C. The Local Agency will immediately notify the State Agency of CSFP participants who are determined to be dually participating in CSFP. The Local agency shall take action to disqualify the participant from CSFP for a period of up to one year, unless the local agency determines that disqualification would result in a serious health risk.
- D. Participants disqualified as a result of dual participation must be notified in writing **at least 15 days before the effective date of disqualification** using Notice of Adverse Action, Attachment 2.7. See Section 2.7. Documentation of the notification shall be maintained on a log or a copy retained in the individual's file. A copy of log or the Notice of Adverse Action must be submitted to the State to assure that dual participation has been suspended.